

Student Submission of Papers - turnitin.com

Wellesley High School now has an account with **turnitin.com**, a service which will help ensure academic integrity. You will now have to electronically submit your paper to this service as well as hand in a hard copy. A growing number of colleges also require students to submit papers through similar services.

The library staff can help you sign on for the first time. You may, however, create your account and submit papers online from any computer.

NOTE: When typing your paper, please name your file in this way: **last name, first name, topic** for example: **Smith, John, JuniorThesis**

Go to **turnitin.com** and follow the instructions below.

1. Click on **"create a user profile"** on the upper right of the screen.
2. Enter your email address.
3. Create your user password which must be 6-12 characters and use at least one letter and one number. Click **"next"**.
4. Enter your personal information. Click **"next"**.
5. Select user type (**student**). Click **"next"**.
6. At the license agreement, click **"I agree"**.
7. Start the class enrollment wizard.
8. Enter the class ID number and enrollment password give to you by your teacher.

Your class ID number _____ password _____

9. Your class now appears. Click on the name of the class.
10. Click on the submit button to the right of the correct assignment.
11. The paper submission page will open. Enter a title for your paper. Your first and last name should already be filled in. To select a paper for submission, click on the **"browse"** button and locate the paper on your computer. Papers can be submitted in MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text formats. (If you use AppleWorks, however, you change the pull-down menu from **"file upload"** to **"cut and paste"**. Once you have completed this form, click on the **"submit"** button.
12. Double check all the information. If everything is fine, click **"next"**.
13. After you confirm your submission, a digital receipt will be shown and later sent to you by email.